

OFFICE OF FINANCIAL AND INSURANCE SERVICES

JOB VACANCY NOTICE

CLASS/LEVEL: Communications Specialist 13

DIVISION/SECTION: Office of the Commissioner

DEADLINE TO RESPOND: March 3, 2006

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 INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF COLLEGE TRANSCRIPTS (INTERNET BASED TRANSCRIPTS WILL NOT BE ACCEPTED), RESUME, OFIS APPLICATION, ONE-PAGE BUSINESS WRITING SAMPLE AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE SERVICES, HUMAN RESOURCES/BUDGET DIVISION/POSTING OFIS 06-06, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

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| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                               |
| PAY RANGE               | \$20.12-\$30.02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                               |
| DESCRIPTION OF POSITION | The communications specialist serves as the media liaison for the Office of Financial and Insurance Services (OFIS). Because the specialist will work with staff responsible for regulating the Insurance, Banking, Credit Union and Securities industries in Michigan, the position requires an adaptable individual who is willing to work on a wide variety of technical issues in a fast paced work environment. The position will be responsible for developing and executing a communications plan. Responsible for producing a variety of other written materials including, but not limited to, press releases, newspaper columns, newsletter articles, speeches, promotional pamphlets, and brochures. These materials will concern a broad range of topics falling within the financial services industry. Upon request, will also review written materials produced by divisions within the agency. |                                                                                                                               |
| EDUCATION               | Possession of a bachelor's degree in English, journalism, communications, broadcasting, telecommunications, advertising or communication arts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                               |
| EXPERIENCE              | Four years of professional experience in the communication field, including two years of experience equivalent to the Communications Representative P11 or one year experience equivalent to the Communications Representative 12.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                               |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                               |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 06-06                                                                                                                         |
|                         | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DLEG, Office of Financial & Insurance Services, Human Resources/Budget Division/OFIS06-06, P. O. Box 30220, Lansing, MI 48909 |

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|  | E-Mail Address: |                |
|  | Fax:            | (517) 335-1450 |

The State of Michigan is an Equal Opportunity Employer  
Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to  
and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of  
employment.**